

**MINUTES OF THE CITY OF LAS VEGAS HOUSING AUTHORITY MEETING HELD ON  
WEDNESDAY JUNE 24, 2015 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.**

**CHAIRMAN:** Alfonso E. Ortiz, Jr.

**COMMISSIONERS:** David Romero  
Joey Herrera - Absent  
Vince Howell  
Tonita Gurule-Giron  
Ember Davis

**ALSO PRESENT:** Pamela Marrujo, Housing Director  
Barbara Padilla, HM Supervisor  
Dave Romero, City Attorney  
Elmer Martinez, City Manager

**CALL TO ORDER**

Chairman Ortiz Jr. stated for the record that Commissioner Joey Herrera notified him that he would not be able to attend the meeting due to an illness.

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

Chairman Ortiz Jr. asked for a moment of silence to treasure every moment of our lives and try to concentrate on as many positive things as we can.

**APPROVAL OF AGENDA**

Commissioner Tonita Gurule-Giron made a motion to approve the agenda as is. Commissioner David Romero seconded the motion.

Chairman Ortiz Jr. asked for a roll call. Roll call was taken and reflected the following.

Commissioner Ember Davis	Yes
Commissioner Tonita Gurule-Giron	Yes
Commissioner Vince Howell	Yes
Commissioner David Romero	Yes
Commissioner Joey Herrera	Absent

Barbara Padilla re-read the motion and advised the motion carried.

**APPROVAL OF MINUTES**

Commissioner Vince Howell made a motion to approve the minutes of May 20, 2015. Commissioner Ember Davis seconded the motion.

Chairman Ortiz Jr. asked for a roll call. Roll call was taken and reflected the following.



Commissioner David Romero	Yes
Commissioner Vince Howell	Yes
Commissioner Tonita Gurule-Giron	Yes
Commissioner Ember Davis	Yes
Commissioner Joey Herrera	Absent

Barbara Padilla re-read the motion and advised the motion carried.

## **PUBLIC INPUT**

None at this time

## **PRESENTATION**

Finance Director Gallegos discussed the Finance report for the Housing Division through the month of May 31, 2015. The actual revenues received are \$1,313,554. Last month Finance Director Gallegos discussed the Housing Department possibly doing a budget adjustment for 2016 and not doing any type of budget adjustments for the year. She stated that Housing Director Marrujo does have a little bit of cash available, and will be adjusting that in the 2016 budget for the year. Finance Director Gallegos stated that Housing Director Marrujo is at 102% as of May 31<sup>st</sup>, and is looking at possibly ending the year between 102-105%. The HA's expenditures are at 85% of the budget. There are still 2 more payrolls in the month of June and they are already starting to look at those numbers to see how they can finalize and make any appropriate adjustments for the 2016 budget.

Chairman Ortiz Jr. asked Finance Director if the budget looks good. Finance Director Gallegos stated for the Housing Authority, yes, it looks good. Anticipated expenditures is 85%, which is very good for Housing. The HA has not spent as much as they anticipated so they are looking really strong with the budget.

Commissioner Gurule-Giron wanted to be clear on the adjusting of the budget. She asked if Director Marrujo was going to wait to adjust the budget once a year. Finance Director Gallegos clarified that no, Director Marrujo is going to have cash balance, so they will go ahead for the final 2016 budget, that will be brought back to Mayor and council, Director Marrujo will increase the budget for the year 2016 to account for the additional cash. Finance Director Gallegos clarified that they won't transfer, they will budget the cash balance.

## **HOUSING DIRECTORS MONTHLY REPORT**

Housing Director Marrujo reported to the Commissioners that the ribbon cutting ceremony was a very successful event that took place on June 4<sup>th</sup>. Director Marrujo stated she was happy to have HUD representatives present at the event, including Floyd Duran and Mandy Griego from the office of Public Housing, as well as Celmouth Stewart and Betty Lopez from the office of Fair Housing. Director Marrujo was also thankful to have the Architects, Construction Companies, the Mayor, City Manager, City Staff and Housing Advisory Committee Members all present to show their support.

Director Marrujo stated that the 7 unit and 5 unit remodel projects were completed, which brought 12 units back to the rent roll. Director Marrujo stated there was a goal of completing



and housing those units by June 30<sup>th</sup>. She stated that the goal was accomplished yesterday, June 23<sup>rd</sup>. All 12 of the units were housed. Additionally, staff housed another 5 units that had become vacant in other areas. She stated the staff has worked very hard and she wanted to recognize them publicly in the commission meeting to share their efforts with the Commission. Director Marrujo stated the Maintenance Staff has worked really hard in turning units around, and the Administrative Staff worked hard to complete all the lease signings for all the new tenants. HUD does take a snap shot of the vacancies on June 30<sup>th</sup>, so our goal was to house all the vacancies by that date. Again, Housing Director Marrujo commended her staff.

Director Marrujo reported on the window project that Calle Bonita, Calle Contenta and Loudon sites have all been completed. The Delgado site and Sagebrush site are yet to be completed. The contractor is on an accelerated pace at finishing the windows. She stated she expected the window project to be completed by September. However, it looks like it will be completed by mid July.

Director Marrujo reported that the HA offered a Father's Day Card making event for the residents this month. Although there was no participation, the HA will be requesting new topics for next month. Something that will get residents interested in participating in.

Chairman Ortiz Jr. said that at the ribbon cutting ceremony, he spoke to Floyd Duran and Mandy Griego, and stated that they were both really impressed with what they saw. He stated there are a lot of positive things taking place in the Housing Department. He commended Director Marrujo for doing a good job, saying the number of people there was impressive, the whole ceremony was impressive. Chairman Ortiz Jr. said there are a hundred plus good things that Director Marrujo is doing. Chairman Ortiz Jr. asked Director Marrujo if she is working on painting of the remaining boarded up units until they are done. Director Marrujo stated yes, she is working on that. She explained to the Committee that Chairman Ortiz Jr. and she had discussed the 18 remaining units that are boarded up in the area. Chairman Ortiz Jr. recommended that the units be painted to blend in with the other units, until they can be remodeled.

Commissioner Howell apologized for not attending the ribbon cutting ceremony due to his health issues. He stated he saw the pictures of the remodeled units and stated they looked really good and the staff did a great job. Commissioner Howell thanked Director Marrujo for all the work she has done.

## **BUSINESS ITEMS**

### **Approval/Disapproval of a Change to Maintenance Charge Schedule.**

Housing Director Marrujo explained that the HA has a maintenance charge schedule that lists charges to tenants when something other than normal wear and tear is needed. A previous 2009 charge schedule had a charge for cutting weeds/grass, however when the 2012 schedule was presented to the commission, the charge was not on there. She would like to now add that charge back to the maintenance charge schedule. Tenants are responsible for the upkeep of their lawns, with the exception of elderly and disabled families. Our maintenance staff does cut the weeds/grass for them. Housing will issue a warning to tenants needing to cut their grass/weeds, along with a deadline. If that deadline is not met, maintenance will then cut the



grass/weeds and the tenants will be charged a \$15 fee. It really helps the HA when tenants keep their yards up.

Commissioner Vince Howell made a motion to approve the Change to the 2015 Maintenance Charge Schedule. Commissioner Tonita Gurule-Giron seconded the motion.

Chairman Ortiz Jr. asked for a roll call. Roll call was taken and reflected the following.

Commissioner David Romero	Yes
Commissioner Tonita Gurule-Giron	Yes
Commissioner Vince Howell	Yes
Commissioner Ember Davis	Yes
Commissioner Joey Herrera	Absent

Barbara Padilla re-read the motion and advised the motion carried.

### **Approval/Disapproval of Resolution #15-26 Declaring Uncollectable Accounts**

Housing Director Marrujo explained that this is an annual resolution brought to the commission to request approval to write off accounts receivable that is over one year old. Director Marrujo explained that the debt does not disappear, the debt is not forgiven. The debt owed goes into a Federal data base that we, and other Housing Authorities enter in. If a tenant goes into another Housing Authority leaving a balance with us, that person is not eligible for assistance until they take care of that balance with us, and vice versa. Director Marrujo explained that she is looking into contracting with a collection agency to try to collect that debt.

Commissioner Howell asked Director Marrujo to explain the higher amounts owed. Director Marrujo explained that in those cases, one of the charges was move out charges for an unusual situation in which the HA had to contract with a Hazmat team to clean a unit that was left in a very unsanitary condition. Another high charge was for an individual who failed to report income. A report received from HUD informs the HA when someone has started receiving income. The HA then has to back charge individuals for that unreported income. Often times, the tenants will skip leaving that unpaid balance.

Chairman Ortiz Jr. asked for the resolution to be amended to clarify that the account is in arrears and it is not forgiven. It will be written off the books but they are still responsible for that debt.

Commissioner Tonita Gurule-Giron wanted it stated for the record that according to the law, you can go ahead and have someone on a collection data base for 7 years. After that if someone purchases that actual account then you can reactivate that account for another 7 years, but the maximum, she believes, that they can stay on collection is 14 years, is her understanding. City Attorney David Romero said he is not sure if that is accurate, he will have to look that up.

Commissioner Vince Howell made a motion to approve Resolution #15-26 Declaring Uncollectible Accounts. Commissioner David Romero seconded the motion.



Chairman Ortiz Jr. asked for a roll call. Roll call was taken and reflected the following.

Commissioner Vince Howell	Yes
Commissioner Ember Davis	Yes
Commissioner Tonita Gurule-Giron	Yes
Commissioner David Romero	Yes
Commissioner Joey Herrera	Absent

Barbara Padilla re-read the motion and advised the motion carried.

### **COMMISSIONERS REPORT**

Commissioner Vince Howell stated that he had made his comments earlier, and reiterated that he is very pleased with the work Housing Director Marrujo and her staff are doing.

Commissioner Gurule-Giron stated she is also very pleased about the fact that Housing is moving forward with the window project on Calle Contenta as well as Loudon. She thanked Director Marrujo and her staff.

Chairman Ortiz Jr. stated he has seen a lot of improvement since Housing Director Marrujo has been there, along with her staff. He stated he liked the fact that Director Marrujo reports a lot of detail that the Commission asks for and he is happy that financially things are very solid.

### **EXECUTIVE SESSION/CLOSED SESSION**

Commissioner Tonita Gurule-Giron made a motion to intervene into Executive Session. Commissioner Vince Howell seconded the motion.

Chairman Ortiz Jr. asked for a roll call. Roll call was taken and reflected the following.

Commissioner Ember Davis	Yes
Commissioner Vince Howell	Yes
Commissioner Tonita Gurule-Giron	Yes
Commissioner David Romero	Yes
Commissioner Joey Herrera	Absent

Barbara Padilla re-read the motion and advised the motion carried.

The Housing Board of Commission went into Executive Session to discuss Actual Litigation.

Commissioner Tonita Gurule-Giron made a motion to convene back into regular session. Commissioner Howell seconded the motion.

Chairman Ortiz Jr. asked for a roll call. Roll call was taken and reflected the following.

Commissioner Ember Davis	Yes
Commissioner Tonita Gurule-Giron	Yes
Commissioner Vince Howell	Yes

Commissioner David Romero  
Commissioner Joey Herrera

Yes  
Absent

Barbara Padilla re-read the motion and advised the motion carried.

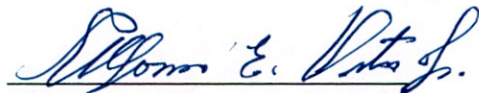
**ADJOURN**

Commissioner Tonita Gurule-Giron made a motion to adjourn the meeting. Commissioner Vince Howell seconded the motion.

Chairman Ortiz Jr. asked for a roll call. Roll call was taken and reflected the following.

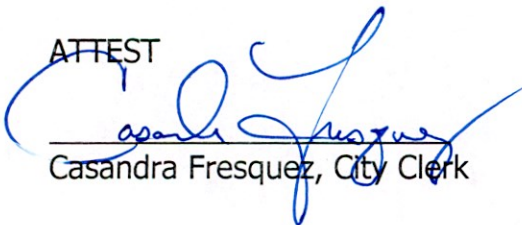
Commissioner Tonita Gurule-Giron	Yes
Commissioner Ember Davis	Yes
Commissioner Vince Howell	Yes
Commissioner David Romero	Yes
Commissioner Joey Herrera	Absent

Barbara Padilla re-read the motion and advised the motion carried.



Chairman Alfonso E. Ortiz Jr.

ATTEST



Casandra Fresquez, City Clerk